

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

ACADEMIC SENATE

ACADEMIC PROGRAMS COMMITTEE

REPORT TO

THE ACADEMIC SENATE

AP-022-178

Update of Undergraduate Program Structure

Academic Programs Committee

Date: 03/16/2018

Executive Committee  
Received and Forwarded

Date: 04/02/2018

Academic Senate

Date: 04/11/2018  
First Reading  
05/02/2018  
Second Reading

**BACKGROUND:**

In 2015 the Senate passed AP-001-145, which set forth requirements for the structure of academic programs under semesters. One of the requirements in that referral, put in place per explicit instructions from the Office of Academic Programs, was that there must be limits on double-counting of classes for both major credit and GE credit; to wit, students may double-count no more than 9 semester units of classes from their major prefix.

The double-counting restriction no longer holds due to Executive Order 1100 (issued in revised form on August 23, 2017). In section 2.2.6.1 of the EO (see attachments) it is specified that students may not be subject to any limitations on double-counting of courses for GE and major credit. Consequently, since curricular matters are under the authority of the Chancellor's Office, campus curricular policy must be revised accordingly.

**RESOURCES CONSULTED:**

Dr. Francelina Neto  
Dr. Larisa Preiser-Houy  
Associate Deans  
Department Chairs

**DISCUSSION:**

While this policy change is coming very late in the semester conversion process, because it increases flexibility rather than limiting flexibility it is unlikely to adversely affect any department. Moreover, this policy could only have an effect on students whose departments offer GE classes in more than 3 areas; only a small handful of departments offer GE classes in so many distinct areas, and there is no guarantee that substantial numbers of students will avail themselves of increased double-counting opportunities. Consequently, the impacts on the campus are expected to be minimal.

**RECOMMENDATION:**

The AP committee thus recommends that the rules for degree structure put in place via AP-001-145 be revised to reflect EO 1100. The recommended policy is below; only Section 4 is modified.

(1) That all 4-year undergraduate degrees shall be comprised of no more than 120 units (except for programs granted an exemption by the Chancellor's Office in accordance with Title 5; e.g., Bachelor of Fine Arts, Bachelor of Architecture) and that the total degree units will be made up of GE units, major units and unrestricted electives. Major units may include "double counted" units (see section 4), these units will be counted only once in the 120-unit total. All degree programs will be approved via the Cal Poly Pomona Academic Senate, the President or their delegate, and the chancellor's office. All options, emphases, certificates, and minors will be approved via the Cal Poly Pomona Academic Senate and the President or their delegate.

(2) That the distinction between core and support courses be removed and that the term "Major courses" be used to refer to the courses formerly called "core" and "support" courses under the quarter system.\*

(3) That the major GPA for undergraduates be based on the entirety of major courses. (This does not include unrestricted electives or General Education courses that are not double-counted.)

(4) That General Education is intended to provide breadth but may include courses that are foundational to a major, therefore students will be allowed to double-count courses (without any limit on the number of units doubly counted) for both general education and their major per Executive Order 1100, section 2.2.6. of August 23<sup>rd</sup>, 2017.

(5) That undergraduate programs will be structured according to the following guidelines:

a. All degree programs will have a required common set of courses (minimum of 12 units) hereafter called 'core courses.'\*\*

b. Options: a formal, focused collection of courses separate from the core courses, comprising 9 or more units, with at least 9 units unique to each option's requirements.

i. The one exception to 5b is that a program with may offer a "general option" that is not limited to any specialization and is intended to allow students to sample courses from multiple options. This option does not have to differ from the other options by the 9-unit minimum.

ii. Options can be formally declared at time of Admission or change of major, are tracked in PeopleSoft, and appear on transcripts and diplomas. Students may declare more than one option within a major, subject to the same unit limitations as for double majors (see president's response to [AS-2422-123/AP Policy that Allows for Minors and Double Majors](#)). It is up to individual programs to determine whether students in the major shall be allowed to declare more than one option.

c. Emphases: a collection of courses advisory in nature; Emphases are not formally declared, are not tracked in PeopleSoft, and do not appear on transcripts or diplomas.

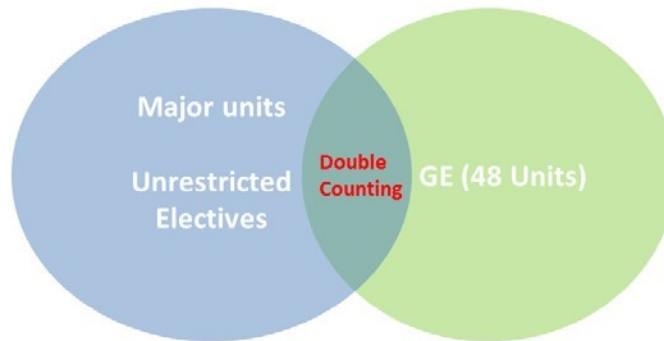
(6) That undergraduate minors be defined as a formal collection of courses in a discipline or field other than a student's major (or option, in the case of the College of Business Administration). A minor shall have a minimum of 18 units and a maximum of 30 units, of which at least 9 units must be upper division. Minors may be declared at any time in a student's career, are tracked in PeopleSoft, and appear on transcripts. Students may declare a minor in the same department as their major or option if the college or department determines that the two sets of courses are clearly distinct.

(7) That the following two terms be adopted:

\*Major courses – the now combined set of courses that were previously called core courses and support courses under the quarter structure. See recommendation #2 above.

\*\*Core courses – The set of common courses required for all students in a major (12 unit minimum). See recommendation #5a above.

Major Units + Unrestricted Electives + GE – Double Counting = 120 Units



References:

[AS-2465-145](#)

[EO 1100](#)

[FAQ on EO 1100](#)